The Menil Collection
Employment Opportunity

Title: Website Content Manager

Department: Marketing and Communications

Reports to: Director of Marketing and Communications

Status: Full-time, exempt from overtime

Work location: Onsite

Annual salary: $65,000

General Responsibilities

This position oversees and project manages the Menil Collection's main website, menil.org, and supports digital initiatives. The successful candidate will have experience in website management, content management, and project management.

Project Management
1. Work with internal staff, website consultants, and external agencies to create processes to develop and manage website content and features.
2. Develop and manage content development workflows, including text, image and video assets, from multiple authors and content-creators across the museum.
3. Manage and direct efforts to develop new website features, integrations, and initiatives, as needed.

Content Management
1. Adding products to Shopify, coordinating with bookstore and publishing.
2. Update text, files, images, and video as needed.
3. Oversee and create responsive contact forms using Tally.
4. Manage events calendar.
5. Create vanity URLs as needed.
6. Report on Google Analytics, monitor and implement best practices to increase SEO.
7. Mentor and direct other content managers, as needed.
8. Manage content on external apps and tourism websites (Houston Museum District Association; VisitHouston; etc.)
9. Assist with Menil Intranet (SharePoint) content, writing guidelines as needed and ensuring brand cohesion.

Website Management
1. Coordinate with IT and external agencies on website support and maintenance; software and security updates; errors and crashes.
2. Ensure online collection is operating and updated; assist with data connection between the museum's collection management system (TMS) and menil.org

Qualifications

1. A minimum of four years web content production experience.
2. Demonstrated experience with web content management systems.
3. Demonstrated experience in managing large digital projects with multiple stakeholders.
4. Knowledge of HTML, CSS.
5. Attention to detail.
6. Proficient with Shopify.
7. Excellent writer and communicator.

Preferred Qualifications

1. Experience in a museum or cultural institution
2. Familiarity with full-stack web development, including web frameworks like Laravel, and basic knowledge of server and database administration.
3. Design sensibility.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year.

How to Apply

Please send a resume, cover letter, writing sample, and three professional references to **hr@menil.org**

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.